

**Minutes of a Regular Session of the Common Council of the Town of Clarkdale  
Held on Tuesday, May 11, 2021 at 6:00 P.M.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, May 11, 2021, at 6:00 P.M. at the Clubhouse at 19 N. Ninth St. and via Zoom Video Conference.

**CALL TO ORDER –Mayor Prud’homme-Bauer called the meeting to order at 6:00 P.M.**

Town Council:

Mayor Robyn Prud’homme-Bauer  
Vice Mayor Debbie Hunseder  
Councilmember Bill Regner  
Councilmember Marney Babbitt-Pierce  
Councilmember Lisa O’Neill

Town Staff:

Town Manager Tracie Hlavinka  
Police Chief Randy Taylor  
Community Development Director Ruth Mayday  
Interim Finance Director Rob Sweeney  
Parks and Recreation Manager Joni Westcott  
Town Clerk Mary Ellen Dunn

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

**Drake Meinke, Clarkdale business owner and resident spoke about the renaming discussion.**

After a brief recess Mayor Prud’homme-Bauer resumed the meeting.

**REPORTS**

**Current Events** – A brief summary of current events. The Council will not propose, discuss, deliberate, or take legal action on any matter in the summary. Items submitted digitally appear as part of the official Council record in the meeting file and packet.

Mayor’s Report  
Vice-Mayor’s Report  
Councilmembers’ Report  
Town Manager’s Report

**Organizational Reports** – Reports regarding regional organizations submitted digitally for the following:

CAT – Cottonwood Area Transit No meeting

VVTPO – Verde Valley Transportation Planning Organization No meeting

NACOG Submitted electronically

NAMWUA - Northern Arizona Municipal Water Users Association Submitted electronically

VVREO – LRSPC - Verde Valley Regional Economic Organization's Long Range Strategic Plan No meeting

TPAC – Transportation Policy Advisory Council Submitted electronically

VFLC – Verde Front Leadership Council Submitted electronically

**CONSENT AGENDA** - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held April 13, 2021 and Special Budget Meeting held xxx.
- B. Claims** - List of specific expenditures made by the Town during the previous month. April 2021 check log and PPE dated March 27, April 10, 24, and 26, 2021.
- C. Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.  
  
 Design Review Board Minutes of meeting held April 7, 2021  
 Planning Commission Notice of Cancellation of meeting April 20, 2021; Minutes of Meeting held April 29, 2021  
 General Plan Committee Minutes of meeting held April 8, 2021  
 Parks and Recreation Commission Minutes of meeting held April 14, 2021  
 Historic Preservation Commission Minutes of meeting held March 25, 2021 and April 22, 2021
- D. Adoption of Vision, Mission and Guiding Principles** - Approval of the Town's Vision, Mission and Guiding Principles as drafted by Council.
- E. FY 2021-2022 Financial Policies** – Approval of the draft financial policies for FY 2021-2022.
- F. Resolution designating Clarkdale's Chief Fiscal Officer (CFO)** – Approval of Resolution #1644 designating Town Manager, Tracie Hlavinka, as the Chief Fiscal Officer authorized to submit the Annual Expenditure Limitation Report for fiscal year ending 2022.

**Action: Approve Consent Agenda items A – F as presented.**

**Motion: Vice Mayor Hunseder**

**Second: Council Member O'Neill**

**Vote:**

<b>Voting Member</b>	<b>Aye/Nay</b>
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

**NEW BUSINESS**

**RESOLUTION MAKING APPOINTMENT TO THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD** – Approval of Resolution #1643, amending Resolution #1634, making an appointment to the PSPRS Local Board.

The PSPRS Local Board has one vacancy due to a resignation. The term for the vacant position will expire September 30, 2021.

The interview panel reviewed the application (attached) submitted to the Clerk. David Hache is a Clarkdale resident and has experience in the area of finance. The panel found his experience to be a good fit for the PSPRS Board.

The Selection Committee puts forward the following name as recommendation to serve the balance of the vacant term on the PSPRS Local Board:

David Hache

September 30, 2021

Town Clerk Mary Ellen Dunn presented information on this agenda item to Council.

**Action: Approval of Resolution #1643, amending Resolution #1634 making an appointment to the PSPRS Local Board.**

**Motion: Council Member Babbitt-Pierce**

**Second: Council Member Regner**

**Vote:**

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

**ALLOCATION OF FY 2020-2021 GENERAL FUND CONTINGENCY FUNDS** – Discussion and possible action regarding the release of \$130,000 in contingency funds to make an additional payment to the Public Safety Personnel Retirement System (PSPRS).

The Town Council adopted the Town's FY 2020-2021 budget inclusive of a \$424,733 General Fund contingency, earmarked as designated funds. The Town Council has taken formal action twice this fiscal year approving a total of \$103,039 in expenditures from the General Fund contingency.

Staff believes the use of a portion of the remaining General Fund contingency should be used to make a payment to Public Safety Personnel Retirement System (PSPRS) in addition to our annual required contribution. Staff identified an amount of \$130,000 in April 2020 during the FY 2020-2021 Budget Workshop. Council did not specifically appropriate funds for the additional payment to PSPRS due to the economic uncertainty of the COVID-19 pandemic. Staff provided current economic trends and outlook at the April 28, 2021 FY 2021-2022 Budget Workshop. Staff identified that funding is available in FY 2020-2021 to make the additional payment to PSPRS should the Council approve.

Additionally, the current rate of return of our investments is much less than that currently being realized by the PSPRS Trust. The \$130,000 additional payment to PSPRS will be added to Clarkdale's assets, earning investment returns equal to the Trust, and reducing our unfunded liability.

Interim Finance Director Rob Sweeney presented information on this topic to Council.

**Action: Approval of the release of \$130,000 in FY 2020-2021 General Fund contingency to make an additional payment to PSPRS before June 30, 2021 and approving the completion of any budget amendments necessary to facilitate the transaction.**

**Motion: Council Member Regner**

**Second: Vice Mayor Hunseder**

**Vote:**

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

**AN ORDINANCE OF THE TOWN OF CLARKDALE, ARIZONA, AMENDING CHAPTER 5.3, MAGISTRATE COURT, BY ADDING A NEW SECTION 5.3.3, HOME DETENTION AND CONTINUOUS ALCOHOL MONITORING** - Discussion and possible action regarding Ordinance #413, making an amendment to Town Code chapter 5.3.

The Clarkdale Magistrate Court through Judge Lundy has been using home detention with electronic monitoring for parts of DUI offenders' sentences. A Town ordinance is required to continue to use this option.

Home detention monitoring is used by many jurisdictions including Cottonwood. The company that has been used is SCRAM of Arizona. It allows for continual monitoring of the offender at home, or at work if authorized, and automatically tests for alcohol consumption every thirty minutes. An offender serves at least twenty percent of their DUI sentence in jail first before being placed on Secure Continuous Remote Alcohol Monitoring (SCRAM). The offender pays for the program.

For example, on a nine-day jail sentence for extreme DUI, an offender would serve two consecutive days in jail followed by seven days home detention. For a super-extreme DUI, the offender would serve three consecutive days in jail followed by eleven days home detention.

The benefits of home detention are that people do not lose their jobs and it saves jail space. Offenders are still punished under AZ DUI laws which are some of the toughest in the country and the fines do not change.

Police Chief Randy Taylor presented this information to the Council.

**Action: Adopt Ordinance #413, amending Chapter 5.3, Magistrate Court, by adding a new section 5.3.3, Home Detention and Continuous Alcohol Monitoring.**

**Motion: Vice Mayor Hunseder**

**Second: Council Member Babbitt-Pierce**

**Vote:**

<b>Voting Member</b>	<b>Aye/Nay</b>
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

**PRESENTATION REGARDING GENERAL PLAN UPDATES** – A presentation and possible discussion regarding updates to the Town of Clarkdale General Plan.

As set forth in the Public Participation Plan, Staff is presenting the above General Plan Elements for review and comment by Town Council.

**Community Design**

Community Design is more than the layout of streets, roads, homes, and businesses. It includes the intangible elements of sense of place, context, configuration of buildings, and consistency in materials. It also balances the built environment with new infill projects, carrying forward the design elements that knit new construction with the old.

**Circulation**

A well-planned community is one that is easy to navigate, no matter what mode of transportation you are using. Connectivity with nearby communities is crucial, and the ability to travel safely is of utmost importance. Clarkdale's Circulation Plan not only considers local streets and roads, but how they interrelate with county, state, and federal roadways. Planning now for future circulation and transportation routes will help alleviate congestion in the next ten years – and beyond.

**Environmental Resources**

Clarkdale is fortunate to be blessed with a host of environmental resources – clean air, spectacular vistas, a free-flowing river, and abundant varieties of vegetation. Mining still takes place in the region, albeit on a much smaller scale than in the past.

Making the most of these resources without exhausting them is key to the future of Clarkdale. This Element will discuss what environmental resources currently exist and plan for their smart use in the future.

**Education**

Clarkdale residents enthusiastically support education – not just K-12, but lifelong learning opportunities as well. Ensuring that there are adequate lands set aside for schools and other educational facilities is critical to continuing the award-winning learning opportunities available in the community. Consideration of the specific needs of educational facilities during the planning process will provide ample space for these uses well into the future.

**Cost of Development**

In Arizona, the cost of development is borne by the developer. Knowing what type of roads are required, whether water and sewer is available to the site, and what other improvements might be needed helps determine the cost of development. At times, cost sharing or reimbursement from one developer to another, creating a Community Facilities District, or implementing a Government Property Lease Excise Tax agreement may be necessary. Discussing the details of these and other financing mechanisms will set the framework for funding development projects.

Future Growth Areas

Assessing where growth is likely to occur requires an analysis of existing infrastructure, topography, zoning, land use, and market demand, among other things. Extension of infrastructure in a haphazard manner creates haphazard growth patterns; careful planning helps the town grow in a rational, intentional pattern rather than haphazard growth that is not congruent with the Town's history of planned development.

Community Development Director Ruth Mayday presented information on this agenda item to Council. Council discussion followed.

Council discussion followed. Following Mayday's presentation, further discussion was put on hold until Project manager Mike Gray became available to provide information on the environmental element. The Mayor moved on to the next agenda item.

**Action: This is a work session; no action is required.**

**VERDE VALLEY CIRCLE TRAIL CONCEPT MEMORANDUM OF UNDERSTANDING (MOU)**

– Discussion and consideration of the proposed Verde Valley Circle Trail Concept MOU.

Verde Front is a multi-agency public planning effort that began in 2009 to ensure a collaborative approach to recreation and tourism coordination, planning and implementation across the region. The cross jurisdictional effort is working to develop long term and comprehensive sustainable recreation efforts to link communities across the Verde Valley and provide consistent messaging along the way.

The Verde Front Trails Working Group (VFTWG) is a sub-committee that meets quarterly to discuss improvement and development of non-motorized trails and trails-related programs throughout the Verde Valley.

With trail connections being at the forefront of the VFTWG's mission there has been movement regarding the Verde Valley Circle Trail initiative and agreement among the stakeholders to go forward with a Memorandum of Understanding. The attached MOU will allow relevant jurisdictions to move forward in a cohesive way to develop the Verde Valley Circle Trail.

Attached is a draft MOU that has been reviewed and approved by the law teams of each listed jurisdiction.

Parks and Recreation Manager Joni Westcott presented information on this topic.

**Action: Approval of the Verde Valley Circle Trail Concept Memorandum of Understanding.**

**Motion: Council Member Babbitt-Pierce**

**Second: Council Member Regner**

**Vote:**

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Council Member Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

Council returned to the **General Plan Update** agenda item with Project Manager Mike Gray introducing the environmental element to the plan. Council discussion followed. Gray clarified that the Sustainability Park had been abandoned however Hlavinka noted that the ASU students are researching the issue of possible future renewal of that project.

**FUTURE AGENDA ITEMS –**


- Work session on upcoming redistricting

**ADJOURNMENT:** Without objection Mayor Prud'homme-Bauer adjourned the meeting at 8:15 P.M.

APPROVED:

  
Robyn Prud'homme-Bauer, Mayor

ATTESTED/SUBMITTED:

  
Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 11<sup>th</sup> day of May, 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 8<sup>th</sup> day of June, 2021.

SEAL

  
Mary Ellen Dunn, Town Clerk